Region of Waterloo

Arts Funding Individual Artists & Arts Collectives Evaluation Report

	Application ID # _____
Grant amount received	$_____
Grant amount requested	$_____
Total project cost	$_____

This form must be submitted to the Region of Waterloo **within one (1) year of the project's approval.** For extensions, please contact culturalservices@regionofwaterloo.ca.

Name of Applicant (Individual or Organization):	
Name of Primary Contact and Title (if Applicant is not an individual):	
Address:	
City/Town:	Postal Code:
Telephone(s):	Email:
Website:	

Project Title*:*

1. Provide details about **when** and **where** your project took place.

2. Were there any changes to your project? If so, identify those changes and identify when you received approval through the Region of Waterloo for those changes.

3. In your application, you were asked to list the **criteria and/or targets** you would use to **measure the outcome/success** of your completed project. How do the **results** compare with your original estimates? Provide details such as goods sold, attendance, invitations issued or received, etc.

4. Describe the **impact or result** your project had on the community of Waterloo Region and, if appropriate, beyond. Provide specific, tangible examples, including statistics, where possible. **We understand that this will not apply to every project (workshopping, writing drafts etc). If so, please indicate n/a below.**

5. Did your **promotional plan** - as outlined in your application - work for you? Provide details about what worked well and what you would improve upon. **We understand that this will not apply to every project (workshopping, writing drafts etc). If so, please indicate n/a below.**

6. Please indicate how the Region of Waterloo's **financial support** for this project was **acknowledged**. Include examples, if available (programs, posters, news clippings, screen shots, etc.).

7. Please upload documents or links to any relevant materials from your project such as images, website content, catalogue, press release, review, stories, videos, blogs, articles, posters etc.

8. If your project realized a significant surplus or deficit, explain how you propose to use the surplus or to meet the deficit (e.g. through projected future sales, if applicable).
   Note: The Region of Waterloo will need to review and approve any re-allocation of project surpluses due to lower than estimated costs, and/or unanticipated revenues.

- **Please keep a copy** of this completed Final Report for your records.
- **Retain receipts and paid** invoices as proof of actual expenses; these may be requested by the Region of Waterloo.

Final Budget Summary - Revenue

Please refer to the **Grant Application Guidelines** to verify funding eligibility.

- ✓ We received your Proposed Budget with your application. In the **Actual** column, list all sources of revenue, including all grants and donations.
- ✓ If applicable, note **In-kind donations** and itemize separately, including the name and contact information for each contributor in the notes.
- ✓ Enter the total amount of In-Kind donations in **both** the Revenue and Expenses sections of the Final Budget Summary form.

Revenue		**Actual Revenue**		**Notes**
Applicant Contribution				
Partner Contribution (specify)				
Local Government				
Region of Waterloo				
City/Township(specify)				
Provincial Government				
Ontario Arts Council				
Ontario Ministry of Tourism				
Other (specify)				
Federal Government				
Canada Council				
Heritage Canada				
Other (specify)				
Foundations				
Ontario Trillium Foundation				
Other Foundations (specify)				
Cash donations				
Corporate				
Individual				
Fundraising				
Sponsorships (specify)				
Earned Revenue (specify)				
Other Cash (specify)				
In-kind (list on separate sheet)				
Total Revenue:				

Final Budget Summary – Expenses

- ✓ We received your Proposed Budget with your application. In the **Actual** column, list all expenses actually incurred. Where possible, use exact dollar amounts.
- ✓ In the **Notes** column, provide details to identify which expenses were covered by money through the Individual Artists & Collectives grant funding. (Verify that these meet the criteria noted in the **Grant Application Guidelines**.)
- ✓ When the expense line is a total expense, where applicable **break out details** such as fees for artists, equipment purchase, materials, etc.
- ✓ If applicable, note **in-kind donations** and itemize separately, including the name and contact information for each contributor.
- ✓ Enter the total amount of In-Kind donations in **both** the Revenue and Expenses sections of the Final Budget Summary.

Expenses		**Actual Expenses**		**Notes (specify Arts Funding payments)**
Fees for artists				
Fees for other personnel				
Administration costs (specify)				
Travel				
Facility rental				
Presentation venue				
Equipment purchase				
Equipment rental				
Technical support				
Materials				
Printing				
Promotion				
Insurance (specify)				
Other				
Total Expenses:				

Provide the project's net surplus or (loss). In the notes section, include context for this figure.

Net Surplus / (Loss)				

Thank you for your final report, it will help support the needs of future artists in Waterloo Region.